

## Evaluation Criteria

Lowest Price Technically Acceptable (LTPA). This award will be made on the basis of the lowest evaluated price quote and meeting the acceptability standards for non-cost factors.

### **1. Pricing**

The Government will evaluate the vendor's total expected price to include the base and all option periods for performing this work. The price must be considered fair and reasonable. There will be no tradeoffs.

To be considered technically acceptable, the vendor must receive a rating of acceptable for each of the criteria listed below.

### **2. Technical Capability**

The Government will evaluate the degree to which the vendor demonstrates the knowledge, proximity and capability to provide qualified personnel who possess relevant experience.

Sub-factor 1: The Government will evaluate each vendor's technical and operational approaches to the Records Management and Library services. The vendor's quote must demonstrate an understanding of Tasks 1 -3 listed in the statement of work.

Sub-factor 2: The Government will evaluate each vendor's past experience with projects of similar size, scope and complexity. Projects included should be relevant only to Records Management and Library services. Please include a brief description of the project.

Sub-factor 3: The Government will evaluate each vendor's proposed key personnel. The vendor should demonstrate the qualifications and skill level for each of the proposed key personnel listed in their quote.

### **3. Past Performance**

The Government will evaluate each vendor's past performance of projects of similar size, scope and complexity based upon customer satisfaction with the services and deliverables provided on past or current projects within the last seven years. The vendor shall submit the questionnaire to at least three vendors.

### **Scoring Plan**

The evaluation of technical responses will be accomplished using the adjectival scoring method, for which definitions are provided below for non-cost factors:

#### **LPTA - Technical Ratings:**

**Acceptable: (A)** – Quote clearly meets the minimum requirements of the solicitation.

**Unacceptable: (U)** – Quote does not clearly meet the requirements of the solicitation.

#### **LPTA - Past Performance Ratings:**

**Acceptable: (A)** – Based on the vendor's performance record, the Government has a reasonable expectation that the vendor will successfully perform the required effort, or the vendor's performance record is unknown.

**Unacceptable: (U)** – Based on the vendor's performance record, the Government has no reasonable expectation that the offeror will be able to successfully perform the required effort.